



**DEPARTMENT OF SOCIAL WORK
LOYOLA COLLEGE, CHENNAI - 600034**

&



LOYOLA HR ALUMNI FORUM, CHENNAI

Jointly organize a Guest Lecture on

Expectations of HR from Freshers

Guest Speaker

Mr. Israel Inbaraj F

General Manager, TCS Limited, Bangalore

Date : 22.08.2017 (Tuesday)

Time : 6.30 to 7.30 PM

*Venue : Department of Social Work,
Loyola College*

All are Welcome !!!



**DEPARTMENT OF SOCIAL WORK
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LOYOLA HR ALUMNI FORUM, CHENNAI

Jointly organize a Guest Lecture on

ENTREPRENEURSHIP AND BUSINESS PLAN DEVELOPMENT

Guest Speaker

Mr. Jebamalai. S

Manager – HR, Lokaa Developer Private Ltd, Chennai

Date : 08.12.2017 (Friday)

Time : 6.30 to 7.30 PM

***Venue : Department of Social Work,
Loyola College***

You are Cordially Invited !!!

For Further details Contact the Student Organizers: Ms.Nivedha (9095910504)
Ms.Monica (9940217955)



**DEPARTMENT OF SOCIAL WORK
LOYOLA COLLEGE, CHENNAI – 600034**

&



LOYOLA HR ALUMNI FORUM, CHENNAI

Jointly organize a Guest Lecture on

**DAILY WORK MANAGEMENT &
MANAGING POINTS CHECKING POINTS**

Guest Speaker

Mr. P. CHINNAMUTHUCHAMY

Senior Executive – HR, Kadimi Special Steels Pvt.Ltd, Chennai

Date : 18.12.2017 (Monday)

Time : 6.30 to 7.30 PM

*Venue : Department of Social Work,
Loyola College*

All are Welcome !!!

For further details contact the Student Organizers : Mr.John Francis (7550142899)
Ms.Reena (8072509945)

**DEPARTMENT OF SOCIAL WORK
LOYOLA COLLEGE, CHENNAI -600034**

&

LOYOLA HR ALUMINI FORUM, CHENNAI

GUEST LECTURE ON

DAILY WORK MANAGEMENT

&

**MANAGING POINTS AND CHECKING
POINTS**

STUDENT ORGANIZERS

1. REENA (16-PSW-003)

2. JOHN FRANCIS (16-PSW-032)

INTRODUCTION

The Department of social work, Loyola College and Loyola HR forum jointly organized a guest lecture dated 18th Dec, 2017 on Daily work management & Managing and checking points by the Guest speaker Mr. Chinnamuthuchamy, Senior Executive – HR, Kadimi special steels Pvt. Ltd, Chennai. The topic was very new to the future HR's and its very useful. Welcome speech was done by Ms. Reena. Guest speaker introduction was given by Dr. Arul Kamaraj. The participants find this topic very interesting because of the way the lecturer flow with the topic. Lot of daily work examples were given for the students easy understandings. Mr. Chinnamuthuchamy also shared his experience with related to the daily work management which makes him the apt person to explain and share knowledge in this topic. The vote of thanks was done by Mr. Johnfrancis.

The concepts which are explained by the guest speaker follows:

What is Daily Work Management?

The concept of daily work management meeting is basically regularly reaching out to each & every person working at various levels so that a structured review mechanism where a formal discussion is facilitated related to details and communication.

Daily Management is the system that provides the ability to manage departments, functions, and processes, wherein processes are defined, standardized, controlled, and improved by the process owners.

7 Keys to Daily Management:

1. Planning and execution of daily plans on a day-to-day basis by everyone in the organization at each level from top to bottom.
2. Set of tasks and activities to be executed during the day as per a decided sequence on a time line.
3. Daily plan should be derived from the organization's vision and mission and the long term/annual objectives and departmental objectives. These get translated into department's key

performance areas (KPA) or key result areas (KRA) as well as the job/position descriptions. In turn, each KPA/KRA is expressed in terms of measurable objectives in that area.

4. Since organization's annual plans are driven by the external customers' requirements, ultimately each department's plan also is focused to fulfil customer requirements.



5. The daily deliverables of each department must fulfil the daily requirements of its next internal customer departments. Therefore, the daily plan of each department and each individual in the department should satisfy this condition.

6. Day's plan thus arrived at is then the basis for executing the daily tasks and activities. Each activity thus decided must therefore be executed in accordance with the daily plan.

7. In doing so, continuous improvements will have to be effected to ensure that higher performance is achieved within the existing resources and with high productivity.

MANAGING POINTS AND CHECKING POINTS

A regular practice of MPCP will result in –

- ♣ Provides a better process management framework for internal governance
- ♣ Leaders exercise a better control over the process
- ♣ Timely and effective resolution of process issues
- ♣ Helps in creating smooth work flow across all levels without any duplication, overlapping or confusion
- ♣ A Tiered accountability enabler

How to identify MP's & CP's for your Process

- Define clear roles and responsibilities for your team, ensure there should be no overlapping of responsibilities
- Would you like to commit yourself for the achievement of this measure, if yes then it is a managing point and becomes your performance area.
- By making a point as a checking point it becomes performance area for your next level and you will only check.
- What can I check in this process, which will give me an early alarm that I may not be able to meet my commitment on managing point?
- Is the checking point is appropriate for my level?
- Can I manage by taking this point as a checking point or I should make it managing point for myself?
- What would be the appropriate frequency to monitor this checking point?
- Is this checking point is adequate for achieving the target for the managing point, if no choose more checking points?

How to implement MP CP in your Process

- Train the leaders on MPCP concept & usage by on job guided application, coaching & mentoring

- Identify your process specific MPs and CPs and key success measures
- Pilot and test the adequacy of the identified MPs & CPs in one particular area
- Encourage your leaders to conduct their MPCP self-assessment and self-report out the MPCP health index
- Measure the improvement in key success measures and if there is an improvement seen. If there is no improvement seen, correct the gaps in implementation

MP CP Sustenance and governance

- Establish a mechanism to periodically review and update the MPs & CPs for the process
- Integrate MPCP with your process internal governance (Standard Work meetings)
- Establish strong governance to review the adherence of MPCP at all levels
- Make MPCP part of the leaders job profile description
- Create transparency and visibility on MPCP adherence and compliance (display on your VMS)
- Reward and recognize the leaders who have exceptionally done well and improved the system
- Document lessons learnt and success stories and store it as a knowledge asset for future reference.



CONCLUSION

The guest lecture was such an informative one and it's an emerging new concept for the students to learn with practical examples by a speaker who has depth knowledge in it. The lecture was over around 8.00 p.m. with a token of appreciation to Mr. Chinnamuthuchamy by Dr. Arul Kamaraj. This session would help the future HR's to improve their knowledge and gain confidence in profession. We, the student organizers thank Department of Social Work and Loyola HR Forum for providing this great opportunity to organize this guest lecture.

GUEST LECTURE MINUTES

The meeting started with the introduction about the session given by the convener Ms.Monica and then Dr. Kamaraj sir was called upon to give a brief intro about the guest speaker Mr. Jebamalai- he is an alumni of our own department passed out in the year 2011 and even though he is from Karnataka he had taken lot of initiatives in our departments firstly he started his career in Rajshree sugars and now he is an entrepreneur himself during his working period he helped our students in summer placements field work training and also block placements



Lecture by the guest speaker:

The guest speaker Mr.Jebamalai started his lecture by the sentence “life is simple and it is followed by passion”. Firstly the speaker was working in different companies in his career life

but he had an urge in his mind and he was not settled with what he was currently doing because there was no opportunity for him to learn there and that lead him to be an entrepreneur



There was a short video presentation which was given by the speaker which was really inspiring minds of the students the video was about a small sea bird to learn what life is by exploring and how it started to live its life there on. Through the video presentation the students had a good vision of what the speaker had said previously “life is simple and it is followed by passion”. As my personal opinion I also learned in this world only survival of the fittest is possible.

Then the speaker talked about the modern social work concepts- in which he gave ideas about the importance of will that people should have and also he pointed out how important hard work is in one’s life. He helped the students in learning the difference between the social work and running a business. He sown the ideas of why can’t we be a job creator instead of being a job seeker? He also motivated the students by saying that there are many ways in living life if decision making is done in just a second because to make use of the opportunity.



The speaker gave examples of different companies which turned out to be huge success in the market by making use of a single concept. And this motivated the students why can't we think big? And with the idea of now or never the students were really inspired.

Finally in the lecture he gave confidence to the students by finishing with the sentence "There is something extraordinary in you and everyone is unique" Then there was a video presentation about the life of Jack ma and his success.



In the end of the session the students were able to relate the lecture with their life and it gave them confidence of being an entrepreneur in the future because of believing that everyone is unique and everyone has their own concepts and ideas of success.

After the session the vote of thanks was given by one of the student and then the program got over by around 7.50.



**DEPARTMENT OF SOCIAL WORK
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LOYOLA HR ALUMNI FORUM, CHENNAI

Jointly organize a Guest Lecture on

SUCCESSION PLANNING

Guest Speaker

Mr. Bertram Godwinpaul Ignatius

Manager - Talent Management, Kone Elevators, Chennai

Date : 22.01.2018 (Monday)

Time : 6.30 to 7.30 PM

***Venue : Department of Social Work,
Loyola College***

All are Welcome !!!

For further details contact the Student Organizers : Mr.Vedha Jerlin (9176464699)
Mr.Felix Tete (9062644950)



**DEPARTMENT OF SOCIAL WORK
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LOYOLA HR ALUMNI FORUM, CHENNAI

Jointly organize a Guest Lecture on

**IMPACT OF TRADE UNIONS IN MANUFACTURING
AND INFORMATION TECHNOLOGY SECTOR**

Guest Speaker

Mr. A.BENEDICT ANAND

Manager – IR, Mirra & Mirra Industries Pvt.Ltd, Manali, Chennai

Date : 09.01.2018 (Tuesday)

Time : 6.30 to 7.30 PM

*Venue : Department of Social Work,
Loyola College*

All are Welcome !!!

For further details contact the Student Organizers : Mr.John Xavieraja (8754203749)
Ms.Sagaya Priyardshini (9444644975)



**DEPARTMENT OF SOCIAL WORK
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LOYOLA HR ALUMNI FORUM, CHENNAI

Jointly organize a Guest Lecture on

**PERFORMANCE APPRAISAL
VS
PERFORMANCE ENABLEMENT**

Guest Speaker

Mr. KENNETH JEYSEELAN. R.B

Head – Learning & Development, Human Resources,
Tata Consultancy Services, Chennai

Date : 19.01.2018 (Friday)

Time : 6.30 to 7.30 PM

***Venue : Department of Social Work,
Loyola College***

All are Welcome !!!

For further details contact the Student Organizers : Ms.Priyanga (9962370554)

Mr.Arun Thomas (9514756783)



**DEPARTMENT OF SOCIAL WORK
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LOYOLA HR ALUMNI FORUM, CHENNAI

Jointly organize a Guest Lecture on

**HUMAN RESOURCE DEVELOPMENT PRACTICES:
CONTEMPORARY EXPECTATIONS**

Guest Speaker



Prof. K.A. Selvaraj (Retd) MA, LLB, M.Phil, PGDHRM
(First Batch of Loyola Social Work : 1963-1965)
Mysore, Karnataka

Date : 06.03.2018 (Tuesday)

Time : 3.00 to 4.30 PM

***Venue : Department of Social Work,
Loyola College***

All are Welcome !!!

For further details contact the Student Organizers: Mr. John Francis (7550142899)
Mr. Reena (9789018504)

THE CONSOLIDATED REPORT

ON

LHR LECTURE PROGRAM

PRESENTED BY:

Prof. (DR) B.NIMALATHASAN

(Professor and head, faculty of management studies, university of Jaffna, SriLanka)

Dr. S.SIVESAN

(Senior lecturer, faculty of management studies, university of JAFFNA, Srilanka)

SUBMITTED TO: Dr. ARUL KAMARAJ

SUBMITTED BY: R.S.J RAJULA BEGUM and ABHISHEK

REGISTER NO: 16-PSW-042 AND 16-PSW-027

CONDUCTED DATE: 05.01.2018

LOYOLA HUMAN RESOURCE – LHR LECTURE

INTRODUCTION:

The students of social work conducted a guest lecture program with help of the staffs support.

The trainee coordinates with all the fellow members to bring out the event in a planned manner.

The guest for the event was Prof. (DR) B.NIMALATHASAN

(Professor and head, faculty of management studies, university of Jaffna, SriLanka)

Dr. S.SIVESAN

(Senior lecturer, faculty of management studies , university of JAFFNA, Srilanka)

The lecture program creates a good knowledge on “BEST AND INNOVATIVE HR PRACTICES IN TOURISM AND HOSPITALITY INDUSTRIES” AND “CREATIVE AND CRITICAL THINKING IN STRATEGIC BUSINESS”.

ACTIVITIES CARRIED OUT:

Session 1:

The guest speaker Professor Dr. B.Nimalathasan conducted a session on CREATIVE AND CRITICAL THINKING IN STRATEGIC BUSINESS”. He explained about knowledge, skills, attitude and mindset. Mind set have two different way of thinking, one is creative and another is critical thinking. He also explained about brain storming, brain washing and 2 types of HR that

are human resource (appreciation) and physical resources (is keep changing or replacing). Finally he explained about the HR forecasting. He explained everything with the example that make the students to understand the concept.

Session 2:

The second session was conducted by Dr.sivesan on “BEST AND INNOVATIVE HR PRACTICES IN TOURISM AND HOSPITALITY INDUSTRIES.”

Main points discussed in the session was

1. Tourism and hospitality
2. HRM functions
3. Best and innovative strategies
 - a. Implementation of talent management and high levels of customer centricity strategies
 - b. Create the internal talent pools
 - c. Meaningful customer service values
 - d. Employee empowerment
 - e. Clearly communicating the message
 - f. Involve every layer
 - g. Explaining how change affects individual.

LEARNINGS:

- The participants learnt skills about the critical and creative thinking
- The participant learnt about Tourism and hospitality industry
- The participant learnt about the innovative strategies

CONCLUSION:

Students gained a great experience and knowledge from the lecture. Guest speakers used many examples in the lecture. It made the students to be more involved for the whole time. Students interacted enthusiastically with the speaker and that helps share lot of thoughts and ideas between speaker and the students. The guest lecture program focused on, new HR techniques that can be applied in the tourism and hospitality industry. Students understood that only the subject knowledge cannot help to get a better career in the future. It is also required to develop the communication skills, leadership skills, problem solving skills, negotiating skills, counselling skills for getting a job in the HR field and to shine in the field.

Photo Gallery



Consolidated Loyola Human Resource Meeting

19th of January 20

Submitted by

Sahaya Priyadarshini J(16-psw-016)

John Xavier Raja(16-psw-034)

Introduction

Sahaya and John Xavier coordinated the Loyola Human Resource meeting which took place on 09.01.2018. The trainee arranged the hall and prepared for the speech. The trainee prepared prayer song and arranged snacks and juices for the student as well as the guest speaker. The

trainees bought the memento and received the guest speaker. The trainees then asked all the students to gather in the hall. The trainee welcomed the guest speaker. Prayer song was played. The trainee did MC for the whole programme. The guest speaker was Mr. Benedict Anand, the IR manager of Mirra and Mirra Industries Private Limited. The guest speaker spoke on the topic “Impact of Trade Union in Manufacturing & IT sectors”.





LHR Meeting

Dr. Kamaraj introduced and honoured the guest speaker. The guest speaker presented. The guest speaker said listening skills is important for a HR manager. The speaker gave definition in trade union that it is a group of workers joined together in a specific type of organization for the purpose of improving their working conditions as well as to help in promoting the common interest of the group. IR manager deals with wages, bonus, overtime and disciplinary action. The speaker spoke about the Tamil Nadu Transport Workers who went on a strike for seeking provident fund and the pension amount. The speaker said that employment should be voluntary. If there is no safety, then they can go on strike. Equal pay must be provided equal work. There must be collective bargaining and that the working hours should be strictly maintained. Workmen has the right to approach the law. Transport workers case is a need based. The problems can be solved using the tools such as seeking help of Assistant Commissioner. Illegal employee dismissal is happening in IT sector. The speaker said that safety, health and environment should be maintained. The guest speaker spoke about the incident which took place in maruti Suzuki.

Later, the speaker gave a group activity consisting of six members in a team. The green team's topic was whether Trade Union is a friend or foe. The groups were asked to discuss among themselves and presented. The student said that Trade Union fights for its rights, works for a cause, improving the existing working conditions information is provided, legal approach and to maintain healthy relationships. The group red topic was whether the trade union is an advantage or disadvantage. The group members had discussion and then spoke that there is

freedom among the employees and groups influence as advantage. The politics influence and compulsory trade union is a disadvantage.

Later, Dr.Kamaraj gave honorarium to the guest speaker and thanked him. John Xavier gave the vote of thanks and thanked the guest speaker. John Xavier thanked Dr. Kamaraj for organising the meeting and thanked the participants for active participation.

Conclusion

The student had a good learning experience through case studies and group activities. The meeting ended at 8.00pm.